

## Checklist for the Summer Food Service Program

Forms to complete and keep on file (**bold** indicates forms that must be completed daily):

- \_\_\_\_\_ Approved Agreement, Application, Budget, and Site Information Sheets (online at <https://apps2.opi.mt.gov/cnp/Login.asp> )
- \_\_\_\_\_ Evidence to show eligibility for each site based on serving needy children  
(*or in the case of camps and enrolled sites, evidence is individually documented to show those children as being eligible for free or reduce price school meals*)
- \_\_\_\_\_ Letter from IRS showing tax-exempt status (*for private nonprofit sponsors*)
- \_\_\_\_\_ Public Release (*must be submitted to the local paper or other source of advertisement prior to the beginning of program operations*)
- \_\_\_\_\_ Letter to County Sanitarian (*must be submitted to the local county health department prior to beginning of program operations*)
- \_\_\_\_\_ Pre-Approval Site Visit Form (*one must be completed for each site*)
- \_\_\_\_\_ Site Review Form (*1<sup>st</sup> during the 1<sup>st</sup> week of operation and 2<sup>nd</sup> during 4<sup>th</sup> week of operation*)
- \_\_\_\_\_ Racial or Ethnic Data Form (*as part of the Site Review Form*)
- \_\_\_\_\_ Off-site Activity Form (*this only needs to be filled out if off-site activities are planned. Must be submitted to OPI at least one week in advance and written approval must be received from this office.*)
- \_\_\_\_\_ Training Certification (*must document that all staff have received training*)
- \_\_\_\_\_ Enrollment Information Form (*must be returned to OPI before the beginning of the program-camps and enrolled sites*)
- \_\_\_\_\_ Income Eligibility Form (*use only as needed for enrolled sites*)
- \_\_\_\_\_ **Daily Meal Count** (*one form must be completed for each meal at each site*)
- \_\_\_\_\_ Monthly Meal Summary
- \_\_\_\_\_ Inventory Control Sheet (*Physical Inventory must be completed at the beginning and end of operation and once a month*)
- \_\_\_\_\_ Monthly Cost Summary
  - \_\_\_\_\_ Receipts, invoices, and bills for all rented or purchased items and services
  - \_\_\_\_\_ Purchase invoices
  - \_\_\_\_\_ Payroll and time-attendance records for site and administrative personnel
  - \_\_\_\_\_ Trip Record (*as applicable*)
  - \_\_\_\_\_ Bank statements and deposit slips
- \_\_\_\_\_ **Production Record** (*one must be completed for each meal served*)
- \_\_\_\_\_ **Receiving Record** (*as applicable, one must be completed for each meal served at receiving sites*)

Records to support funds accruing to the Program (as applicable):

- \_\_\_\_\_ Site records of cash collected
- \_\_\_\_\_ Copies of receipts given for cash donations
- \_\_\_\_\_ Records of any other funds received for the Summer Food Service Program

Other records (as applicable):

- \_\_\_\_\_ Agreement with schools to furnish meals
- \_\_\_\_\_ Contract with Food Service Management Company
  - \_\_\_\_\_ Bid procedures used
- \_\_\_\_\_ Records and inventories of USDA Donated Foods
- \_\_\_\_\_ Sanitation and health reports
- \_\_\_\_\_ Beneficiary Data Form